



PART TIME EXECUTIVE ASSISTANT JOB DESCRIPTION

Job Summary

Cushing's Support and Research Foundation (CSRFSHare. Aid. Care.) is seeking a dynamic, organized, Part-Time Executive Assistant to join our team and help support the growth and needs of the Cushing's community. The ideal candidate will have non-profit experience and be passionate about supporting the CSRFSHare. Aid. Care. mission.

Applications accepted November 4, 2024 through 8:00am EST on Tuesday, November 19, 2024

Hourly Compensation: \$20/hour; 10-20 hrs/week

Location: Fully remote, US based, no travel expected

Key Responsibilities

Patient Support and Ongoing Administrative Tasks

- Respond to certain emails, requests for information, phone calls, and Zoom meeting requests
- Perform certain monthly and annual tasks and reviews ex. monthly doctor recommendation uploads to website, annual doctor list review and update
- Write short articles or assemble lists or other data for monthly or larger print newsletters

Special Events Support

- CSRFSHare. Aid. Care.-built conferences and meetings - manage attendees, cancellations, deadlines, forms, and other variables
- Patient Dinner Series - guest management and communication, social media posts
- Cushing's Awareness Month (annual) fundraiser - participant and prize management
- Patient Advisory Committee - collaborate / support other initiatives throughout the year

Website and Salesforce Maintenance

- Use WordPress to update the CSRFSHare. Aid. Care. website with news, events, archives, patient stories, and other content
- Perform certain Salesforce database tasks and help ensure records remain up to date

Patient Registry Support

- Monitor patient Registry inbox and distribute inquiries to the appropriate CSRFSHare. Aid. Care. personnel
- Support the promotion of the Registry to attract new participants and liaise with the National Organization for Rare Disorders (NORD) on technical issues

Qualifications

- 2+ years experience volunteering and/or working with a non-profit, preferably in more than one type of role
- Excellent written, communication, and organizational skills
- Ability to thrive when working independently and managing multiple tasks
- Passion for supporting patients with rare conditions
- IT Capabilities Prioritized: WordPress, Salesforce, Word, Excel, Canva or higher graphics, and Google Drive

Experience in the rare disease space is a strong plus. This position reports directly to the President.

How to Apply

Interested candidates should fill out an application and attach their resume no later than 8:00am in the Eastern Time Zone (EST) on Tuesday, November 19, 2024.